
This position may be filled as a multi-grade career ladder. Attached responsibilities are for the full performance level as described below. At developmental grade levels, assignments will be of more limited scope, performed with less independence, and may reflect limited complexity and personal contacts. At developmental levels, incumbent will be acquiring background necessary to function at the full performance level.

Major Duties

Plans and conducts complex investigations of alleged violations of Federal laws and regulations governing the interstate and international movement of plant materials and livestock; the welfare and treatment of animals; the manufacture and distribution of veterinary biological products; the importation and interstate shipment of organisms; and the standards established for accredited veterinarians.

Determines the need for and requests supplementary investigations from other states and assembles or oversees the assembly of comprehensive investigative reports. Initially determines whether evidence is sufficient to warrant prosecution, issue a warning, or closure, and advises management officials accordingly. Is responsible for records and reports related to compliance enforcement activities.

Also plans and conducts independently or participates in the investigation of felonies under Title 18 United States Code such as fraudulent claims and false statements on certificates. Works cooperatively with investigators of the Office of Inspector General and other investigative agencies.

In conducting investigations, the Investigator (1) contacts and interviews various individuals from whom information can be collected; (2) collects physical and documentary evidence; (3) traces shipments from source to destination by checking records of carriers, intermediate handlers, exhibitors, research facilities, and dealers; (4) analyzes, interprets, and evaluates information obtained; (5) verifies and corroborates information obtained to establish accuracy and authenticity of facts and evidence, including the administering of oaths and preparation of affidavits; (6) determines that the investigation is completed in that the evidence is sufficient for prosecution and forwards a formal report for final action; (7) assists the U.S. Attorney or OGC attorneys by securing additional information or evidence for use in preparation of cases of alleged violations; (8) assists in preparing witness lists and subpoenas (in some instances, personally delivers subpoenas); and (9) appears as a witness and furnishes expert testimony before grand juries and local, State and Federal courts.

Meets with individuals or groups representing industry, animal dealers and exhibitors, other Federal and State regulatory agencies, and civic groups to explain Federal programs and regulatory requirements and elicit their cooperation in enforcement efforts.

Participates in the investigation of state laws as deemed appropriate by Assistant Regional Director.

Participates as an instructor in training courses conducted for Federal and/or State field personnel.

1. **Knowledge Required by the Position**

Knowledge of investigative techniques, rules of evidence, rules of criminal procedure, and precedent court decisions concerning admissibility of evidence, constitutional rights, and search and seizure related issues.

Skill in the use of interviewing techniques to obtain factual information related to the commission of the violation.

Skill in developing and presenting evidence that reconstructs events, sequences and time elements and that establishes relationships, responsibilities, legal liabilities, and conflicts of interest in a manner that provides a sound basis for prosecution.

Skill in using still and video cameras to document appropriate aspects of investigations.

Basic computer skills for entering and retrieving information from computer databases.

Knowledge of the Code of Federal Regulations as related to animal and plant quarantine; animal welfare; horse protection; import/export of animals; animal products; plants; plant pests; organisms; and vectors; and the manufacture and distribution of veterinary biological products.

Knowledge of Title 18 U.S. Code, Crimes and Criminal Procedure.

Knowledge of State-Federal cooperative disease control and eradication programs.

2. **Supervisory Controls**

The incumbent works under the general supervision and direction of the Assistant Regional Director. After assignments have been made, the incumbent works independently in accomplishing work objectives. The work is reviewed on the basis of results, accomplishments, and written reports. Technical advice, legal opinions, regulation interpretations, or assistance on questions of a program nature is obtained by the Investigator from appropriate IES Staff personnel and/or program officials.

3. **Guidelines**

Guidelines consist of an extensive body of Federal and State regulations which are extremely complex in their application. The Investigator must use considerable knowledge of this body of regulations and make difficult interpretations based on his or her evaluation of the evidence developed. Guidelines are also available in the form of memoranda which outline general Agency policy with regard to the handling of violation cases.

4. **Complexity**

Investigations are extremely complex in that they may involve industries where the business practices are unorthodox and the use of fictitious names and addresses is a common practice. They are further complicated by the fact that cases usually involve activities in several different states by several different individuals or business entities. Often the violator or a principal witness is highly mobile and difficult to locate (e.g., personnel on oceangoing vessels, truck drivers, ranch hands, cattle buyers). A further complication is that the industries regulated are quite different in nature (e.g., interstate sale and shipment of livestock; manufacture and distribution of veterinary biologic; importation of foreign origin livestock, organisms, and vectors; humane care and treatment of animals by exhibitors, dealers, research institutions, and transporters; international and interstate movement of plants and animal byproducts).

5. **Scope and Effect**

The major purpose of the work is to enforce the laws and regulations enacted to prevent the spread of diseases of plants and livestock and the inhumane treatment of animals. Enforcement is essential to protect the gains made by the investment of millions of dollars in State and Federal funds in disease eradication and control programs. Enforcement of the humane treatment laws is essential to eliminate the practice of stealing animals for sale to research institutions and to ensure adherence to public mandate with regard to the treatment of animals.

6. **Personal Contacts**

Contacts include officials of the USDA and other Federal agencies; state and local officials; state and Federal law enforcement agencies; veterinary biological producers; the general public; regulated industry representatives; practicing veterinarians; humane organizations, kennel clubs, and horse associations, and other Investigative and Enforcement Services Investigators.

7. **Purpose of Contacts**

Contacts are to interview persons having knowledge of an alleged violation; obtain records for evidence; coordinate with other law enforcement agencies; advise other APHIS employees, cooperators, and others of requirements of the regulations; make recommendations to supervisors; and to testify in legal proceedings. Investigators often encounter individuals or groups manifesting various degrees of hostility toward regulatory programs and/or personnel.

8. **Physical Demands**

Work involves considerable walking and standing and, at times, physical work with large animals. Duties usually involve frequent long distance travel by aircraft, automobile, or other conveyances.

9. **Work Environment**

Some of the work is performed in offices or laboratories. However, often investigations involve activity in livestock markets or stockyards, slaughtering plants, livestock feedlots, kennels, airports, seaports, and in other locations where there is exposure to the elements and danger of injury from animals. Investigators are also subject to the hazards of long distance travel by aircraft, automobile, or other conveyances for extended periods of time (e.g. Quick Response Teams, Task Forces etc.).

Other Conditions

Must be able to obtain and maintain a High Risk security clearance with an adjusted designation of Noncritical-Sensitive (NCS) because of access to Secret and/or Confidential Classified information, along with a Background Investigation (BI) based on unique factors involving special investigative duties.

The incumbent will be expected to travel for up to 50 percent of the work schedule and may involve little or no advanced notice.